

# Word 2007 for Classroom Use

This is a self-paced PD for individuals or groups. It can also serve as reference at any time.

Visit <http://tmstechtips.wikispaces.com/Word+2007>

Below are activities to familiarize you with Word 2007 and locating commonly used word processing tasks. Each section is accompanied by a printable reference guide. If you have specific questions regarding the content on this website or any of the handouts, please email me at: [jwilson2@fairfield.k12.ct.us](mailto:jwilson2@fairfield.k12.ct.us)

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## -----Self-Paced PD Activities-----

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### New Layout

#### 1. Screen Layout and menus -PD Guide: [WORD1 Screen Layout.pdf](#)

- Watch this introduction: [Word 2007 Intro](#)
- Open **Word 2007** on your computer.
- A **new blank document** will appear on the screen.
- Explore new look, the **Ribbon** and terminology of Word 2007
- Add any commands you wish to the **Quick Access** toolbar.
- Zoom in and out to show whole page using the View Toolbar

### ~Office Button~

#### 2. Save/Save AS -PD Guide: [WORD2 Save As Word 97-PDF.pdf](#)

- Type your name in the document
- Save to your H drive as **Word PD**
- Save the document again so that it is **compatible** with Word 2003.

#### 3. Print Preview/Print -PD Guide: [WORD3 Print.pdf](#)

- Print options are the same
  - Printers must be added on your machine before trying to print
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## ~The Ribbon~

### HOME Tab

#### 4. Edit text -PD Guide: [WORD4 Edit Text.pdf](#)

- Open a Word file **from your H drive or open this 2007 Word file:** [WORD I Am poem2.docx](#).
- Select a sentence
- **Copy and paste** the sentence from one location in the document to another.
- Select another sentence.
- **Drag and drop** it to another location in the document.
- Select the entire document.
- Change the font style, size, and color.
- Use the **Mini toolbar** to make a font change
- Save to your H drive as **Word PD** (this will overwrite the file from step 2 above)

#### 5. Format Text -PD Guide: [WORD5 Format and Bullets.pdf](#)

- Center one paragraph (stanza)
- Highlight a different paragraph and add Bullets
- Change the bullet of an existing list to a different bullet.
- Modify the **color** of a bullet.
- Format another stanza to be a **new numbered list**
- Change the **line spacing** of a list to double spacing
- Change the **paragraph spacing** between body text and a heading.

### REVIEW Tab

#### 6. Spell and Grammar Check- PD Guide: [WORD6 Spell Check.pdf](#)

- Most likely spell check is the only thing you will use on the Review Tab
- Spell Check works the same, just a new location, give it a try
- Put Spell Check on the Quick Access Toolbar

### PAGE LAYOUT Tab

#### 7. Page Layout -PD Guide: [WORD7 Modifying Page Layout.pdf](#)

- Open a saved Word document (such as the I Am Poem2 from above)
- Modify at least one margin.
- Change the page orientation to landscape
- Change it back to portrait
- Change the paper size.
- Select text you want to format into columns.
- Format the selected text into two columns.

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## INSERT Tab

### 8. Insert Objects -PD Guide: [WORD8 INSERT Clip-Art and Shapes.pdf](#)

- Insert a clip art image from Office Online.
- Insert Word Art
- Insert Smart Art
- Modify the Smart Art shape and color
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### 9. Insert a saved picture -PD Guide: [WORD9 INSERT saved picture.pdf](#)

- From your H drive or the Word PD images folder ( in the G drive:\0 TECH TIPS for staff\Word\PD WORD 2007\pictures folder)
- Crop the image proportionally.
- Change text wrapping to square
- Apply a **picture style** to the image.
- Try copying and pasting a picture from the Internet also
- Format the picture

### 10. Insert Table -PD Guide: [WORD10 Insert Table.pdf](#)

- Insert a blank table with five rows and four columns.
- Apply a table style.
- Delete a row from the table.
- Convert text into a table
- Add your name in the **header** of a document.

### 11. Insert Header/Footer -PD Guide: [WORD11 Insert Header or Footer.pdf](#)

- Type your name in the header
- Right-align the text in the header.
- Select a **built-in footer** with page number.

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## Miscellaneous Tips

### 12. Indenting and Setting Tabs -Guide: [WORD12 -Indenting-Tabs.pdf](#)

### 13. Disable Mini Toolbar -Guide: [WORD13 Mini Toolbar.pdf](#)

## Resources and Tutorials

- Links for introductory information and lists of how-to's for specific:  
<http://tmstechtips.wikispaces.com/Microsoft+Office+2007>